



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:
5218
Ser 54A/38
SEP 13 2002

From: Commander, Naval Supply Systems Command

Subj: **RECEIPT OF PERSONAL MAIL THROUGH AN OFFICIAL MAIL CENTER**

Ref: (a) DOD 4525.8-M (DOD Official Mail Manual)

1. In accordance with reference (a), chapter 2, paragraph C2.17.1, activity employees are not authorized to receive or send personal mail through an official mail center. The restrictions only apply to Continental United States installations. Exceptions are listed in paragraph 3.

2. This policy ensures DOD personnel and resources are not used to duplicate services the U.S. Postal Service (USPS), by law or agreement is obligated to provide.

3. Personnel residing in on base housing (family quarters or bachelor quarters) or residing off base where USPS provides delivery service must receive personal mail at their residence. There are exceptions to this policy.

(a) All mail bearing an official Federal Government return address must be delivered to the addressee.

(b) Unaccompanied personnel living in bachelor quarters on installations where the USPS does not deliver mail are authorized to receive personal mail at their workspace through the serving official mail center.

(c) Military personnel, their family members, and DOD civilians transferring from one location to another under permanent change of station official orders may receive mail through the mail center until a permanent address has been established. This authorization is normally for a 120-day period.

4. The policy restricting receipt of personal mail through a mail center has been in effect for many years, but not enforced at some mail centers. This restriction is important for the reasons mentioned in paragraph 2, and because of the events of the past year.

5. Forward this letter to official mail managers at activities under your cognizance. Upon receipt, the OMM must notify all civilians and military personnel receiving mail at their workspace they must contact correspondents to advise them of their home address to send mail. With the exception of personnel who have just reported for duty, individuals should be given no more than 60-days to change their address.

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6. Direct questions on the receipt of personal mail to the Navy's point of contact, Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.


E. DEMETRICK
By direction

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